

**CONFIDENTIAL**

*Reports (weekly)*  
**RECORDS MANAGEMENT DIVISION**

Chief, Management Staff

30 December 1954

Chief, Records Management Division

Weekly Report - Week Ending 30 December 1954

1. A request has been received from the Office of Communications for a separate caged area in the Vital Materials Repository. Prior to the receipt of this request, the Office of Communications has been storing its Vital Materials in a special vault maintained by that office [redacted]

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2. [redacted] of the Real Estate and Construction Division, Logistics Office, advises that, due to weather conditions, the date for the completion of the new Records Center has been changed to 31 January 1955.

3. A proposed notice outlining standards for the utilization of correspondence cabinets has been forwarded to the DD/A for authentication.

4. Arrangements have been made with the Supply Division, Logistics Office, to stock legal size Letterex in the various Building Supply Rooms. This should bring about substantial savings because over 600,000 sheets of legal size manifold paper were used in Headquarters offices between 1 October 1953 and 30 September 1954.

5. As a result of previous arrangements made with the Logistics Office, a requisition for microfilm equipment was cancelled and a savings of approximately \$900 was effected. Arrangements were made for the requesting office to use a piece of equipment which was not completely utilized in its present location.

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Report for Week Ending 29 December 1954 from  
RECORDS SYSTEMS BRANCH

Project 4-80 - Agency-Wide Microphotography Survey

No change from previous report. Project is approximately 44% complete.

Project 4-81 - Security Desk Trays

Project is continuing and is approximately 93% complete.

In the course of determining the requirements for desk trays, preference as to color and size of boxes was requested. The great majority of requests were for 4" (depth) boxes in mahogany with comparatively few requests for gray or 2½" boxes. The Logistics Office in processing the requisition, have requested that we order only one size and color. This will simplify their stocking the tray and placing the contract out for bid. We have agreed to change our request accordingly. If a real demand develops later for the smaller tray or the gray color, Logistics will order them.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records, HB  

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Project is continuing and is approximately 99% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Project is continuing and is approximately 65% complete.

A request was received this week from the Office of Communications for a separate caged area in the Repository. We have been attempting to get the Office of Communications to participate in the Vital Materials Program for some time and this request for the separate area indicates that they are now ready to do so; however, from our viewpoint, the separate area appears to be unnecessary, expensive and inconvenient, and further discussions of the problem will be held.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR dossiers continues. The project is approximately 71% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 12% complete.

Project 5-56 - Survey of Cable Reference, Disposition and Vital Materials Requirements

Project is continuing and is approximately 99% complete.

Project 5-59 - Revised Courier Receipt and Logging System

No change from previous report. Project is approximately 5% complete.

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Project 5-60 - Cable Receipting System

No change from previous report. Project is approximately 5% complete.

General Information:

1. At the request of  a review of the systems involving the use of certain personnel and travel forms was undertaken for the purpose of determining the number of copies required of each and the purpose served.
2. The proposed notice establishing correspondence cabinet utilization provisions was concurred in by the Logistics Office, the Chief, Management Staff, and has now been forwarded to the Office of the DD/A for authentication.
3. As the result of our arrangements with the Logistics Office to review requests for microfilm equipment, a requisition for a reader costing approximately \$900 for the Personnel Office was cancelled. Arrangements were made for the requesting official to use an existing reader allocated to another division in the Personnel Office.



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Report for Week Ending 29 December 1954 from  
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

Proof copies of the new Form No. 1 has been received from the Reproduction Division and have been sent to the offices concerned for comments and concurrence. This project is approximately 75% complete.

Project 4-<sup>86</sup>~~85~~ - Forms Index

The narrative portion of the Forms Index has been rewritten and is being held pending the assembly of the index itself. Tentative cut-off date on index is set for 31 December 1954. Initial distribution, for comments and concurrence, will be made as promptly after 1 January 1955 as possible.

Project 4-95 - Forms Management Handbook

No change from previous report. Project is 10% complete.

Study of OO Information Reports

Minor changes have developed as a result of the examination of proof copies of Form 1d. Usage of Form 1e has increased and resulted in the need for doubling the order from 10,000 to 20,000 sets. It is anticipated that the quality of its printing will be improved as a result of discussions with the Chief, Printing and Reproduction Division.

Field Fitness Report

Continuing efforts are being made to eliminate the undesirable features of this form.

Summary of Individual Actions

New	1	5,000
Revisions	5	52,000
Reruns	3	171,000
Other Gov't forms	1	25,000
Overprints	6	6,100
	<u>16</u>	<u>259,100</u>

4 Redesignated



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Report for Week Ending 28 December 1954  
RECORD CENTER BRANCH

Accessioning

None

Accessions to date - 368

Reference

Due principally to the holiday, there was a small decline in the number of reference requests received.

Disposal

Under terms of existing disposal<sup>s</sup> authorizations, two cubic feet of records from the Office of Collection and Dissemination were destroyed.



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REPORT FOR WEEK ENDING 29 DECEMBER 1954 FROM  
Records Disposition Branch

Project 4-77 - Office of Scientific Intelligence

No change from previous report. Project is 99% complete.

Project 4-97 - Records Disposition Handbook

Comments have been received from 10 out of 15 organizational elements where the handbook has been distributed for coordination. Project is 86% complete.

Project 4-116 - Security Office

No change from previous report. Project is 87% complete.

Project 5-2 - Office of National Estimates

No change from previous report. Project is 99% complete.

Project 5-32 - Office of Research and Report

Work on this project is temporarily delayed. It is anticipated that the survey team will start in a new area next Monday. Project is 35% complete.

Project 5-40 - Office, Chief of Operations

No change from previous report. Project is 75% complete.



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Report for Week Ending 29 December 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics  
Office (Reports and Correspondence Management)

No change in project status except as reported below on the correspondex. The correspondence survey is 90% complete; the reports management phase is 20% complete.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Completed the copy for the DD/A's authentication and prepared memorandum for its submission to Regulations Control Staff.  
Project is 97% complete.

General Information

a. Headquarters Correspondex - A substantial number of work sheets will have to be revised on the basis of new regulations. We hope to have all work sheets ready for review by offices of primary concern by the end of the first week in January.

b. Glossary of Administrative Terms - Completed the first draft containing about 280 terms and 210 cross references and prepared memorandum for its submission to Regulations Control Staff.

c. Headquarters-wide Use of Letterex - The Supply Division reported that stocks of pink and blue Letterex are now in the supply system. To extend the use of Letterex to all forms of correspondence we have prepared a memorandum recommending that legal size Letterex be stocked also. Upon hearing when legal size Letterex will be in stock we will prepare a flier announcing the availability of it as well as the pink and blue stock.

d. Program Material - Printing and Reproduction reported that the pamphlet "Analyzing Reports" has gone to press. The varityped copy of the brochure "Correspondence Management" was proofread and returned to Reproduction. The cover for this pamphlet should be ready for proofing in a day or so.

e. Supply Bulletin - Informal discussion (was had) with [redacted] of the Supply Division on the need for reactivating the "Supply Bulletin." According to his suggestion we have prepared a memorandum to the Chief of the Supply Division stating the need for a bulletin to publicize new items in the supply system. Our assistance in developing material for the bulletin was offered.

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